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**Date:** 10/14/2020 05:50 PM  
**Subject:** Opening at the Arlington Housing Authority

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Dorothy "Betsy" Rulon

Arlington, MA 02476

Email: [dottbetsy@gmail.com](mailto:dottbetsy@gmail.com)

John Griffin, Executive Director  
Arlington Housing Authority  
4 Winslow Street  
Arlington, MA 02474

Marie Krepelka, Administrator,  
Arlington Select Board,  
730 Massachusetts Avenue, Arlington, MA 02476

Good Morning,

I am excited to apply for the open positionon the Arlington Housing Authority (AHA) Board.

This Board position was immediately interesting to me for many reasons, including the opportunity to support Arlington Housing Authority and the residents. I am keenly aware of Arlington's need to increase accessibility to safe secure housing for the elderly and low-income members of our community.

I've served as President of the Drake Village Tenants' Association, the Local Tenants Organization (LTO) for two of the 12 years I've been a resident. That role taught me a great deal about facets of providing affordable housing for eligible-low income families, elderly, and persons with disabilities, particularly as a participant at AHA board meetings.

In addition to the brick and mortar, AHA has continued expansion of its tenant service support programs. AHA has ongoing restoration of its buildings, as well as work on partnerships with the town, HCA and other groups and service providers in the community.

With a deeper understanding of the panoply of political and fiscal (state and town) issues, I would hope to assist the AHA to address some of the Local Tenant Organization decisions. I look forward to bringing to the AHA experiences ranging from LTO volunteer group organization, strategy, communication, and other community support systems.

Please see attached resume. At your convenience I look forward to meeting with you to discuss my application.

Sincerely,

Dorothy "Betsy" Rulon

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Dorothy Rulon  
[dotbetsy@gmail.com](mailto:dotbetsy@gmail.com)

**Attachments:**

File: [\\*10 13 2020 Resume - 2020 AHA Board.docx](#) Size: Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document 19k

**Dorothy "Betsy" Rulon**  
[dotbetsy@gmail.com](mailto:dotbetsy@gmail.com)

## **PERSONAL PROFILE**

An organized, detail-oriented problem-solver with a high level of interpersonal skills. Ability to make keen observations about processes and players.  
Significant experience in project management and grant administration.

## **EXPERIENCE**

- 2009 - 2011        **DRAKE VILLAGE TENANTS ASSOCIATION, ARLINGTON, MA**  
**President of Local Tenant Organization (LTO)**  
Acted as change agent, modifying processes to promote fairness. Brought people together as volunteers. Enhanced cooperative working relationships between AHA and LTO to benefit residents. Determined how funds were spent and ensured submission of state fiscal records.
- 2009 - present      **MOUNT AUBURN HOSPITAL, CAMBRIDGE, MA**  
**Volunteer**  
Gift shop weekend manager and sales associate.
- 2000 - 2008        **ATT, BOSTON, MA**  
**Account Manager**  
Coordinated cross-functional staff of service and technical personnel for a set of medium to large customers in the Boston Growth Market sales and service office.
- 1989 - 1999        **SECRETARY OF ECONOMIC AFFAIRS,  
COMMONWEALTH OF MASSACHUSETTS (Grants, AO)**  
**Management Specialist** for Department of Youth Services (state Agency)  
Developed job opportunities for out-of-school disadvantaged youth.  
**Project Manager** for Justice Resource Institute (Department of Labor grant)  
Assisted in proposal/grant writing for annual Lag funding.  
**Chair, Grant Management Specialist Committee, Authorizing Official (AO)** for  
Comprehensive Employment and Training Programs, **Secretary of Economic Affairs**.  
Produced and disseminated Requests For Proposal (RFP), reviewed proposals, and contracted with grantees. Developed communication systems with Grant Management Specialists.

**1988**

**ASSOCIATED INDUSTRIES OF MASSACHUSETTS (AIM)**

**Management Specialist** for AIM (private grant)

Directed multi-state program for entry of offender adults to workplace. Coordinated co-located, co-funded representatives of state agency service providers. Balanced conflicting demands of public health, mental health, Welfare, economic development.

AIM Achievement Award.

**ROLES AND RESPONSIBILITIES in PROFESSIONAL EXPERIENCE**

**Project Management, Authorizing Official**

Responsible for Chairmanship of Grant Management Specialists including RFP (RFR), systems of measurable outcomes, progress, and expenditure reports. Project management coordination for clients and stakeholders concerning specifications and problem solving. Consistently maintained a record of reduction of obstacles to contract completion.

**Account Manager**

Responsible for first line of support for orders, customer service, and billing. Coordinated cross-functional staff of staff for the technical support, maintenance, and up-to-date records for a set of medium to large customers in a Boston Growth Market sales and service office.

**Senior Customer Service Executive**

Responsible for coordination of focal point for incoming calls. Supported all orders across a national and global customer environment, ensuring seamless service. Upheld superior performance objectives through collaboration with other staff. Functioned as a customer service lead as required.

**EDUCATION**

**Doctor of Education, Harvard University, 1993**

Policy, Management, Administration

Thesis: "Job Complexity and Development in the Workplace"

**Master of Education, Harvard University, 1984**

Management, Administration

**Master of Education, Antioch University, 1981**

Management, Administration

Thesis: "Resource Guide for Disadvantaged Youth Services".